

Class Code 5330/Nonexempt
Position Title Staff Assistant
Working Title Clerk Typist
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Perform clerical and general office duties

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Type correspondence, reports, and other office documents from rough drafts and notes. Maintain filing systems and assemble materials from files and records for use in preparing reports, answering correspondence and carrying out various office functions. Make postings to and maintain various records and control logs. Receive money from customers and write receipts for funds received. Log all financial transactions into control log and balance funds received at end of each workday. Answer telephone calls and open and distribute mail within assigned office. May act as receptionist for assigned area. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of Business English, spelling, punctuation, and general office processes. Skilled in typing correspondence, reports, and summaries according to appropriate procedures for assigned office. Skilled in the operation of a personal computer and other office equipment. Must possess and maintain a valid Florida Driver's License.

Education

One year general office clerical experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.